

**MINUTES OF THE MEETING OF THE  
KEARNS IMPROVEMENT DISTRICT (KID) BOARD OF TRUSTEES  
HELD SEPTEMBER 13, 2022 AT THE DISTRICT OFFICE  
LOCATED AT 5350 WEST 5400 SOUTH, KEARNS, UTAH**

**Trustees Present:**

Cheryle A. Hatch  
Gregory R. Christensen  
Jeff Monson

**Staff Present:**

Greg Anderson	General Manager/CEO
Riley Astill	Finance Director/Controller
James "Woody" Woodruff	Public Works Director/Engineer
Mark H. Anderson	Attorney
Jamie Banh	Executive Administrative Assistant
Wahid Sujudi	Assistant Engineering Manager

**Others Present:**

Sam Frankhauser, PE	Engineer with Advanced Engineering and Environmental Services, Inc. (AE2S)
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**Call to Order:**

Chair Hatch called the meeting to order at 5:30 p.m. and welcomed all those present. The invocation was offered by James Woodruff and the pledge of allegiance was led by Cheryle Hatch.

**Public Comments:**

There were no public comments.

**Approval of Minutes (Regular Meeting, August 9, 2022):**

None of the Trustees having any questions regarding the August 9, 2022 Board meeting, minutes, a copy of which was included in the Board Book, it was moved by Trustee Monson and seconded by Trustee Christensen as follows:

**That the minutes of the August 9, 2022 regular Board meeting be approved as presented.**

The motion carried with Trustees Hatch, Christensen, and Monson each voting in the affirmative.

### **Board Training – Acceptance of Private Utility Installations:**

Using a power point to illustrate the discussion, Wahid Sujudi provided the monthly “snippet” training regarding the approval and acceptance of private water and sewer system installations. Among other subjects, he reviewed the District’s letter of availability and discussed fees that are paid by developers. During his presentation, he responded to a number of questions from the Trustees, especially regarding accessory dwelling units (ADUs). The Board’s appreciation was expressed to Mr. Sujudi at the end of his presentation.

### **Consider General Manager’s Report (including the Administrative/Financial Report and the Public Works Report):**

Greg Anderson reviewed his monthly report, a copy of which was included in the Board Book. Among the highlights discussed by Mr. Anderson was the installation of the next phase of the new Neptune water meter system and the placement of antennas that will enable output data from the newly installed water meters to be read automatically; the results of a meeting with the General Managers of the Taylorsville-Bennion Improvement District and the Granger Hunter Improvement District; the finalization of KID’s Sanitary Sewer Survey with “zero deficiencies”, which Mr. Anderson described as “quite a remarkable feat”; the status of the Impact Fee Facilities Plans and Impact Fee Analyses that are being prepared by Bowen Collins & Associates; the final review and inspection of the District’s new 6200 South Booster Pump Station; cooperative discussions and efforts with the Kearns Metro Township Mayor regarding a grant being sought by the District; the District’s final animated conservation films that are part of the “We Care” campaign; participation in the Jordan Valley Water Conservancy District Conservation Committee and Board meetings; and other activities of interest.

Riley Astill reviewed his Administrative Report, including a Financial Summary, Bond Draws, Accounting Update/Regulatory Compliance, Bonds Payable Summary, and JVWCD (Jordan Valley Water Conservancy District) Water Summary. A copy of the Administrative Report was included in the Board Book. During his presentation, Mr. Astill responded to questions from the Trustees.

James Woodruff then reviewed his monthly Public Works Report, a copy of which was included in the Board Book, including the recently completed Sanitary Sewer Survey that is required by the Utah Department of Environmental Quality; the status of the District’s ongoing capital facilities projects (the Zone D 5MG (million gallon) Tank, the 6200 South (Zone C) Pump Station, the Zone E 15 inch sewer main, the 4700 South sewer main, and the water and sewer Impact Fee Facilities Plans that are being prepared by Bowen Collins and Associates); water damage at the Cougar Pumphouse; water quality and inspections; and ongoing water and sewer operations.

### **Consider Check Register:**

A copy of the July 2022 Check Register, which is a list of all checks issued and ACH withdrawal payments made during the month, was included in the Board Book. Riley Astill explained some of the payments, and he and Greg Anderson responded to questions from the Trustees. At the end of the discussion, it was moved by Trustee Christensen and seconded by Trustee Monson as follows:

**That the July 2022 Check Register be ratified and approved as presented.**

The motion carried with Trustees Hatch, Christensen, and Monson each voting in the affirmative.

**Consider Financial Report:**

A copy of the monthly Financial Report, which consists of a series of individual reports including the Statement of Net Position, the Statement of Revenues & Expenses, the Connection & Population Report, and the Customer Service Report, was included in the Board Book. Riley Astill briefly reviewed highlights from the various Reports and responded to questions from the Trustees.

**Consider Training Requests:**

A "Convention-at-a-Glance" for the upcoming Utah Association of Special Districts 33<sup>rd</sup> Annual Convention was included in the Board Book. The Convention will be held on November 2, 3 and 4. Greg Anderson recommended that three Trustees and four staff members be authorized to attend the Convention at District expense. It was moved by Trustee Christensen and seconded by Trustee Monson as follows:

**That three Board members and four KID staff members be authorized to attend the upcoming Utah Association of Special Districts Convention at District expense.**

The motion carried with Trustees Hatch, Christensen, and Monson each voting in the affirmative.

In response to questions from Trustee Christensen, there was a brief discussion regarding an upcoming Conference sponsored by the Intermountain Section of the American Water Works Association in Vernal, Utah.

**Consider Purchases/Costs Over \$50,000:**

A Memorandum from Mr. Woodruff regarding a progress payment to Gerber Construction, Inc. for work on the Zone D 5MG (million gallon) Tank was included in the Board Book. Mr. Woodruff recommended that a payment of \$166,376.50, less a 5% retention of \$8,318.83, for a net payment of \$158,057.67, be approved by the Board. With this payment, the contract will be 93% complete.

There being no questions from the Trustees, it was moved by Trustee Monson and seconded by Trustee Christensen as follows:

**That a payment to Gerber Construction, Inc be approved for work on the Zone D 5 MG Tank in the amount of \$158,057.67 (Contractor's Application for Payment No. 18).**

The motion carried with Trustees Hatch, Christensen, and Monson each voting in the affirmative.

Mr. Woodruff then reviewed a Memorandum regarding a payment to Whitaker Construction for work on the 6200 South Booster Pump Station, a copy of which was included in the Board Book. Mr. Woodruff recommended a net payment of \$85,578.75 to Whitaker

Construction Co., Inc. pursuant to Application for Payment No. 12 in the amount of \$90,082.90, less a 5% retention of \$4,504.15. Mr. Woodruff explained that, with this payment, the contract will be 99% complete. In response to a question from Trustee Monson, Mr. Woodruff stated that only relatively minor punch list items remain to be completed, and expressed satisfaction with Whitaker Construction's work.

It was moved by Trustee Monson and seconded by Chair Hatch as follows:

**That a payment be approved to Whitaker Construction Co., Inc. (Payment Application No. 12) in the amount of \$85,578.75 for work on the 6200 South Booster Pump Station.**

The motion carried with Trustees Hatch, Christensen, and Monson each voting in the affirmative.

Mr. Woodruff then reviewed a Memorandum, a copy of which was included in the Board Book, recommending a progress payment to Noland & Son Construction Co., Inc., Application for Payment No. 2, for work completed and inspected on the Zone E Sewer Main Construction Project in the amount of \$396,579.00, less a 5% retention of \$19,828.95, yielding a net payment due of \$376,750.05. Mr. Woodruff noted that the contract is now 40% complete. In response to questions from Trustee Christensen and Chair Hatch, Mr. Woodruff explained that a majority of the payment request is for a bore under the highway, which is the first of three bores that will be required. Greg Anderson and Mr. Woodruff explained that the bore was very deep (30 feet), and 150 feet long, presenting very tight working conditions.

It was moved by Trustee Christensen and seconded by Trustee Monson as follows:

**That a payment be approved to Noland & Son Construction Co., Inc. in the amount of \$376,750.05 for work on the Zone E Sewer Main Construction Project.**

The motion carried with Trustees Hatch, Christensen, and Monson each voting in the affirmative.

Mr. Woodruff reviewed a Memorandum, a copy of which was included in the Board Book, regarding a progress payment to Bowen Collins & Associates for work on the SCADA Upgrade Project in the amount of \$167,735.50. There is no retainage associated with engineering services. In response to questions from Trustee Christensen, Mr. Woodruff reviewed the engineering and coordination services provided by Bowen Collins & Associates. Greg Anderson noted that Bowen Collins & Associates has a subcontract with APCO.

It was moved by Trustee Christensen and seconded by Trustee Monson as follows:

**That a payment to Bowen Collins & Associates be approved in the amount of \$167,735.50 for work on the SCADA Upgrade Project.**

The motion carried with Trustees Hatch, Christensen, and Monson each voting in the affirmative.

Mr. Woodruff then reviewed a Memorandum, a copy of which was also included in the Board Book, regarding the purchase of emergency water system materials. KID has budgeted \$90,000 for supplies of water saddles, couplings and meter setters, for emergencies. Mountainland Supply and Ferguson Waterworks presented bids that conformed with the District's specifications,

and a nonresponsive bid was presented by Core & Main. Mountainland Supply Company presented the low responsive bid in the amount of \$57,043.34. Greg Anderson noted that the delivery of additional supplies is seven to nine months out, meaning they will not be received before 2023. The purchase of additional supplies will be included in the District's 2023 Budget. In response to a question from Trustee Christensen, Greg Anderson confirmed that KID has some emergency supplies on hand.

It was moved by Trustee Christensen and seconded by Trustee Monson as follows:

**That emergency water system materials, consisting of water saddles, couplings and meter setters, be purchased from Mountainland Supply Company for the low bid amount of \$57,043.34.**

The motion carried with Trustees Hatch, Christensen, and Monson each voting in the affirmative.

Finally, Greg Anderson explained that staff has solicited and received bids for 1,200 linear feet of 12 inch diameter PVC C-900 waterline pipe needed to complete the Zone E Waterline Extension in 6600 South Street. The low bidder was Ferguson Waterworks, with a bid of \$56,376.00. Ferguson Waterworks has the pipe on hand, and it can be delivered immediately.

It was moved by Trustee Monson and seconded by Trustee Christensen as follows:

**That 1,200 linear feet of 12 inch diameter PVC C-900 waterline pipe be purchased from Ferguson Waterworks for \$56,376.00.**

The motion carried with Trustees Hatch, Christensen, and Monson each voting in the affirmative.

**Consider Bond Releases/Reductions:**

There were no bond releases or reductions to be considered by the Board.

**Present and Discuss Preliminary 2023 Budget:**

A Memorandum from Greg Anderson regarding the 2023 KID Budget was included in the Board Book. Mr. Anderson reviewed his Memorandum, in addition to discussing water problems that are being experienced across the United States; and expressed the staff's gratitude to the Board for providing the necessary tools to operate good water and sewer systems. He declared that KID is in a "good place" compared to ten years ago, with a quality staff in place. He discussed the potential impact of the new lead and copper rules and other stress points relative to the District's Budget. He noted that the training budget will be reduced and staff will continue to replace grass with rock mulch and water wise landscaping. He described the federal grant that will offset some of the District's capital facilities costs as a "blessing". Among other things, he recommended an 8.3% cost of living adjustment (COLA) and up to a 2% merit increase for KID staff members. That would increase wages by \$300,000 in 2023. He noted that the Central Valley Water Reclamation Facility uses a three year Consumer Price Index (CPI) rolling average which, in Mr. Anderson's view, constitutes "kicking the issue down the road" and could result in additional issues and concerns. Trustee Monson responded that most employers won't give an 8% COLA increase and noted that every employer's costs have gone up but, sooner or later, inflation will come down.

Riley Astill then reviewed the 2023 Preliminary Budget, a copy of which was included in the Board Book. Among other things, he reviewed the budgeting process; the Operating Budget Summary; projected expenses and net income; and the Capital Budget. During the discussion, Mr. Astill responded to questions from the Trustees and there was a back and forth discussion regarding such issues as the proposed pay increase for employees and KID's water and sewer service rates. Trustee Christensen expressed a desire to reduce the proposed sewer rate increase to 5%, rather than 6.72% as recommended in the Rate Study that was completed in 2020. Ongoing cost savings and water conservation efforts were also discussed.

**Discuss/Consider Title 2 Chapter 7 – Administrative Policies and Procedures Conflict of Interest and Title 2 Chapter 8 – Administrative Policies and Procedures Ethical Behavior:**

Agenda items IV B and C were discussed together. Following a brief overview of the proposed new Conflict of Interest and Ethical Behavior Policies, it was determined that both policies will be considered further next month.

**Central Valley Water Reclamation Facility:**

Chair Hatch requested, due to the lateness of the hour and the length of the meeting, that the discussion of outside agency business be limited to two to three minutes per agenda item.

A copy of the August 24, 2022 Central Valley Board meeting agenda was included in the Board Book. Trustee Monson, who is KID's representative on the Central Valley Board, provided a quick overview of current Central Valley Water Reclamation Facility activities. He discussed damage caused by a power line arch and power outages, "out of control" forever chemicals expenses, and budgeted cost increases.

**Jordan Valley Water Conservancy District:**

A copy of the September 14, 2022 Jordan Valley Water Conservancy District Board meeting agenda was included in the Board Book. Trustee Christensen reported on a Jordan Valley Executive Committee meeting, noting that Jordan Valley will add "Juneteenth", on the third Monday in June, as a recognized holiday, and is looking into Jordan Valley's policies, including the employee dress policy.

**Utah Association of Special Districts:**

A copy of the agenda for the UASD Board of Trustees meeting held on September 8, 2022 was included in the Board Book. Greg Anderson, who serves on the UASD Board, provided a brief overview of current and ongoing Association activities and responded to questions.

**Kearns Metro Township Council:**

A copy of the September 12, 2022 Kearns Metro Township Council meeting agenda was included in the Board Book. Chair Hatch briefly reported on a Kearns Metro Township Planning Commission appointment and explained that the Unified Police Department wants to add a new Sergeant to work with local schools and has requested money from the Kearns Metro Township to help offset the cost of promoting a deputy to sergeant.

**Kearns Community Council:**

No agenda or other new information was available.

**Chamber West – Legislative Committee:**

A copy of the agenda for the Chamber West – Legislative Affairs Committee meeting held on September 1, 2022 was included in the Board Book. Greg Anderson, who serves on the Committee, stated that he had no additional information to share with the Trustees.

**Trustee Per Diem Report:**

A copy of the August 2022 Trustee Per Diem Report was included in the Board Book.

**Adjourn:**

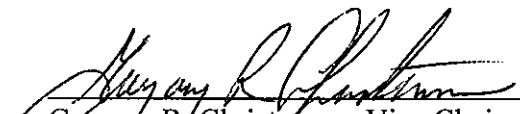
There being no further business to come before the Board, Chair Hatch declared the meeting to be adjourned at 8:39 p.m.

Approved by the Board of Trustees of the Kearns Improvement District on the 18<sup>th</sup> day of October 2022.

Date: October 18, 2022

  
Cheryle A. Hatch, Chair

Date: 18 Oct 2022

  
Gregory R. Christensen, Vice Chair

Date: 18 October 2022

  
Jeff Monson, Board Clerk